

Planning Department  
Frequently Asked Questions

**Question: How often does the Planning Board meet?**

**Answer:** *The Planning Board meets on the second and fourth Tuesday of each month for regular business, and the first and third Tuesday of each month to discuss the comprehensive revision of the Protective (Zoning) Bylaw. The regular business meetings are held in the Town Annex starting at 7:00 pm. The Bylaw revision meetings are held at the Town Hall Meeting Room, also starting at 7:00 pm.*

**Question: What is the deadline for getting on the Planning Board's agenda?**

**Answer:** *The regular business meeting agendas close at 4:00 pm on the Friday following the previous Tuesday night regular business meeting. The agenda is posted on the Town's website and advertised in the Cape Cod Chronicle.*

**Question: What is the difference between a subdivision and an Approval Not Required (ANR) Plan?**

**Answer:** *A subdivision involves the division of land into two or more lots. An ANR plan is the division of land into lots with frontage on existing roads, whether those roads are public or private. Since the latter type does not create new roads, endorsement of an ANR plan by the Planning Board is a certification that Approval under the Subdivision Control law is Not Required.*

**Question: How much land is required to subdivide?**

**Answer:** *This would depend on the zoning district the property is located, and any environmental or physical impediments that may affect the development potential of any given site. That determination can be best made by a Registered Professional Land Surveyor. We cannot recommend a land surveyor but suggest you ask friends for their recommendations or look in the phone book for a list of surveying firms.*

**Question: What triggers Site Plan Review by the Planning Board?**

**Answer:** *No use, other than a single family dwellings and their accessory structures, approved home occupations, agricultural and fishing uses, roadside stands, and those uses permitted in the Conservancy Districts as set forth in Section IV.A of the Zoning Bylaw, shall be established, erected, enlarged or changed except in conformity with a Site Plan approved by the Planning Board.*

**Question: Who enforces the zoning bylaws?**

**Answer:** *The Building Commissioner who is also the Chief Zoning Officer.*

**Question: How are zoning bylaws adopted?**

**Answer:** *The Town Meeting votes on zoning articles, which must be approved by a two-thirds vote. Prior to Town meeting, the Planning Board holds public hearings for the purpose of public comment. Once the amendment to the zoning bylaw is approved at Town Meeting, it becomes effective immediately.*

**Question: Where can one obtain a copy of the Planning Board's Rules and Regulations Governing the Subdivision of Land, the Protective (Zoning) Bylaw, or the Zoning Map?**

**Answer:** *All are available at the Town Hall Annex counter, for a fee. The Zoning Bylaw is also available on the Town's website.*

**Question: How do I get a building permit?**

**Answer:** *Contact the Building Department for the applicable forms and requirements.*

**Question: Who are the Planning Board members? Who is the Town Planner?**

**Answer:** *For a current list view the Planning Board's page.*